

## **Process and Sample for Local Improvement Plan**

### **Essential Components**

The Access ~ Collaboration ~ Equity (ACE) Request for Proposal and the Pairing and Sharing Request for Proposal requires each partner Local Education Agency (LEA) to have a Local Improvement Plan as required by Title III - Goals 2000. Each plan must do the following:

- Be developed by a broad-based panel;
- Address district-wide education improvement, directed at enabling all students to meet the Core Curriculum Content Standards, and include the following strategies:
  - ensure that all students have a fair opportunity to learn;
  - improve teaching and learning;
  - improve governance and management;
  - generate, maintain and strengthen parent and community involvement; and
  - expand improvements throughout the local educational agency.
- Promote the flexibility of local schools in developing plans that address the particular needs of the school and community and are consistent with the local improvement plan;
- Describe a process of broad-based community participation in the development, implementation and evaluations of the local improvement plan;
- Describes how the LEA will encourage and assist schools to develop and implement comprehensive school improvement plans that focus on helping all students reach Core Curriculum Content Standards, and address relevant elements of the local improvement plan of the LEA.

In addition, the program should encourage practices that yield the following:

- development of a joint mission statement;
- higher-education collaborative projects; and
- changes in classroom culture.

### **EXPECTATIONS of the New Jersey Department of Education (DOE) OFFICE OF EDUCATIONAL TECHNOLOGY**

All districts should have some type of district-wide planning document in existence. The planning document must identify the areas that need to be addressed by the district to improve student achievement. The needs of the district that are identified in the document must be reflected in the goals, objectives, activities or strategies. If one document addresses the items noted above, it is considered the local improvement plan regardless of what the district calls the document.

### **FOR THOSE THAT HAVE A LOCAL IMPROVEMENT PLAN:**

Begin with item (4) below.

### **FOR THOSE THAT DO NOT HAVE A LOCAL IMPROVEMENT PLAN:**

1. Review documents **already in existence** in your district that address future planning. Documents may include a mission statement, goals and objectives, and strategies to meet those goals and objectives. Some examples are the Improving America's Schools Act (IASA) plan, district technology plan, and ACE and/or Pairing and Sharing grant applications.

NOTE: District plans and documents are to be reviewed to see if they address Local Improvement Plan essential components and how the methods for district improvement are assisted by the ACE and/or Pairing and Sharing grants.

2. Meet with a cross-section of the district's staff, board of education members, students, parents, and community representatives to discuss how the ACE and/or Pairing and Sharing grants meet those identified needs, goals and/or objectives.

NOTE: This could be a time to update district goals and objectives.

3. Draft a document that includes items from existing documents and incorporates the ACE and/or Pairing and Sharing grants. The resulting document should be submitted to the NJ Department of Education to satisfy the requirement for the local improvement plan.
4. Submit the Local Improvement Plan to Sandy O'Neil or Linda Carmona-Bell at:

Office of Educational Technology  
Department of Education  
P.O. Box 500  
Trenton, NJ 08625-0500

### **Hints:**

- Begin with a conversation with others in the district such as the curriculum development person to find documents that address district planning.
- The person primarily responsible for developing the local improvement plan should also continue to be part of other district planning groups such as the IASA committee, curriculum committee and fiscal committee. This will insure that the development of an improvement plan is working in conjunction with other district groups for the same purpose.

### **Thoughts to Guide the Process:**

Once the needs of the district have been identified and the foundation of the plan established, the district should continue strategic planning beyond the grant period.

If you have questions, please contact Sandy O'Neil at 609-777-4662 or Linda Carmona-Bell at 609-292-1414.

**The sample below is an outline and *edited version* of one district's process to develop a local improvement plan.**

## **XXXXX SCHOOL DISTRICT LOCAL IMPROVEMENT PLAN**

**XXXXX** School District identified the needs of the district that included input from teachers, support staff, parents, students, and administrators. As a result of a process, a mission statement, statement of beliefs, and district objectives were developed, approved by the board of education, and disseminated.

These beliefs and objectives are reviewed with the faculty and staff annually. These goals have provided a focus and direction when developing the district's state-mandated district objectives, staff development programs, and curriculum revisions.

The following items represent the process to develop the local improvement plan:

### **Summary of Findings**

1. All groups supported the existing mission statement, statement of beliefs, and district goals.
2. They continued to place a priority on the following:
  - a.
  - b.
  - c.
3. The following were specific recommendations for the immediate future:
  - a.
  - b.
  - c.

### **Students' Suggestions**

4. The students covered a wide range of topics. Those specifically dealing with instruction included:
  - a.
  - b.
  - c.

### **Mission Statement**

The mission of the **XXXXX** public schools is to implement an excellent educational program that will provide all students with the necessary skills and attitudes to lead productive, rewarding, and fulfilling lives in the world of the twenty-first century.

### **District Goals**

The following are the proposed district goals developed by the faculty, staff, and the administration of **XXXXX** School District.

- 1.0
- 2.0
- 3.0

**XXXXX** School District's plan was revised based on re-evaluating the district's needs for improvement. The revision involved a cross-section of the district's personnel including teachers, administrators, board of education members, custodians, bus drivers and cafeteria workers, as well as parents, community members, and students. The district's staff development committee worked closely with the supervisor of curriculum to develop a mission statement, beliefs, goals, and objectives.

This mission statement and related materials have served as a guide when **XXXXX** formulated its two-year district objectives, technology plans, curriculum updates, Improving America's Schools Act application, etc. The statement of beliefs, district goals and objectives are consistent with the New Jersey Core Curriculum Content and Cross-Content Workplace Readiness Standards.

## **GOAL ONE:**

### **Objectives**

- 1.1
- 1.2

### **Indicators**

- 1.1
- 1.2

### **Source and Next Update**

- 1.1
- 1.2

### **Strategies**

- 1.1
- 1.2
- 1.3

### **Evaluation**

Curriculum changes/ modifications will be evaluated by . . .